

DOK.

ROUTING AND RECORD SHEET

file OCA

SUBJECT: (Optional)

FROM

Office of Congressional Affairs

EXTENSION

NO

OCA 86-0899

DATE

25 March 1986

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DD/OP/E

This came to our office addressed to [redacted]. It appears to be in your area, for whatever action you consider appropriate.

[redacted]

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JOHNSON & WALES COLLEGE

ABBOTT PARK PLACE • PROVIDENCE • RHODE ISLAND • 02918 • 401-451-1000
OFFICE OF CAREER DEVELOPMENT

February 1986

Dear Employer:

The Career Development Office at Johnson & Wales College makes every effort to refer resumes of qualified students and alumni to you on a continuous basis.

We are updating our company listings so that information may get to the proper person at the proper location in your company. We need your assistance.

Enclosed is a reply card which when completed and forwarded to our attention will alert us to any different or additional contact people at your company.

We are looking for the appropriate people in your company who are responsible for hiring. If you have a college recruiting program, indicate the proper contacts to us. If resumes should be sent to your Personnel or Employment Office, please indicate that.

Also, if you would like to refer us to other branches or divisions of your company in other locations, please do.

Our students and graduates are from the following business disciplines: Accounting, Computer Systems Management, Equine Studies, Fashion & Retail Management, Management, Marketing, Secretarial Sciences, Travel Tourism Management and Teacher Education.

We want our referral process to be as current and efficient as possible so that it will be most productive for both you and our students and graduates.

Thank you in advance for taking the time to reply.

Sincerely,

Donna J. Fantetti
Director of Career Development

DJF:dep